



Financial Management Modernization Initiative (FMMI) Fiscal Year 2023 Yearend Meeting Recap

Meeting Date:	July 13, 2023, 10:00 am – 11:00 am, Central Time
Location:	Teams Meeting
Purpose:	Year End Kickoff Meeting
Desired Outcome:	Plan and improve yearend close process for FY 2023.

Attendance

Name	Present?	Name	Present?
AMS	X	OBPA	X
OPPE		OCFO	X
APHIS	X	OCIO	X
ARS	X	Office of Hearings and Appeals (NA)	X
CCC	X	OIG	X
Chief Economist	X	OSEC	
Civil Rights		Procurement Systems Division	
Communications		RD	X
DM	X	RMA	X
ERS	X	Agreements Management Branch	X
FAS	X	Asset Reconciliation Branch	X
FNS	X	BI Backend Processing	X
Forest Service	X	Customer Support Branch	X
FPAC – Business Center	X	Financial Reporting Branch	X
FSA		IPAC Branch	X
FSIS	X	Master Data Management Branch	X
General Counsel	X	Processing Services Branch	X
Homeland Security	X	System Security	
NASS	X	Working Capital Fund	X
NIFA	X	Quality Production Management	X
NRCS	X	Consolidating Reporting Division	X

Agenda

Time	Speaker	Topic
15 minutes	Ella Robertson	Settlement Process/Resource Related Billings
15 minutes	Ella Robertson	Year End Timeline
5 minutes	Tim Ross	Aged IPAC Bills
5 minutes	Andrew Grady	Canceling Year Open Items
5 minutes	Perri Johnson	Parked Documents/ABCO Rejects
3 minutes	Martha Dixon-Dillard	ServiceNow Status
5 minutes	All	Open Discussion

FY 2023 Year End Meeting Minutes

Settlement Process/Resource Related Billings

- Ella worked with a small group from FPAC, DM, and WCF regarding how long agencies can run the settlement process due to the date on the timeline. The answer is: agencies can run settlement through 30 September. However, if agencies have material costs that have not been billed but want recorded, they can reach out to their trading partner to get concurrence on the transaction and then record that accrual upon their trading partner's agreement that the trading partner will reciprocate the other side of the transaction.

Year End Timeline – Ella Robertson

- Ella noted that 9 October is the date that newly posted transactions in Access Online will reflect FY 2024 Default Accounting Codes. Please let Ella know if that causes anyone problems.
- Please note that the date for payment runs and foreign manual payments have been moved slightly from previous years to allow for more time to process those transactions.
- The ABCO conversion date of receivables on cancelling TAS may change depending on ABCO feedback.
- Agencies should be mindful of the volume of significant time-related activities on and around 30 September.
- As is the case in prior years, on 1 October there are a select group of users who still have FY 2023 access beyond that point. However, most of the users will not be able to enter any FY 2023 transactions after 30 September.
- SmartPay accounting will roll on 9 October. However, the interface will be stopped on 30 September until 6 October. Those interface jobs will be stacked during that timeframe. This allows the agencies to put in any SmartPay accruals that are needed.
- Many attendees did not receive the attachments before the meeting. If you did not receive GovDelivery email with today's attachments, users should reach out to Carolyn Small (carolyn.small@usda.gov).
- William Dempsey asked why the last the last run not on September 22, which is the last day before the normal cutoff date of 5 business days before year end? Tim Ross indicated that the last payment run will be on 22 September, in which case agencies will need to have all IPAC transactions processed in the system by 21 September in order to be picked up in the outbound run on 22 September, which is five days before year-end. Ella is going to look into this further and provide a resolution.
- Lindsey Deshazier asked about the process to provide Default Accounting Codes for SmartPay, which she understood to come via a file provided by the agencies but asked Ella to provide clarification about that. Perri Johnson explained that the process goes through program coordinators and OCP. Ella offered to reach out to Glen Kinder to find out how that process works and provide a response. Wendy Dotson indicates that OCP asked for default accounting code via email in the past.

Aged IPAC Bills – Tim Ross

- IPAC will present IPAC bills aged before 3 August. IPAC will work with agencies to get these bills processed in FMFI and get them off the aged list. Please reach out to IPAC if you have any questions.

Parked Documents/ABCO Rejects - Peri Johnson

- Parked documents have been monitored throughout the year. There are currently some critical items, one going back to FY 2022.
- Most documents are related to SmartPay reallocations. Instead of sending out rejects on a weekly basis, we now send all rejects every day to make agencies aware of them. Most rejects are related to budget exceed errors, but FMS is reliant upon agencies to get these documents cleared. If there is someone on the call that can provide assistance to any of the aged items, please reach out to Peri.
- Ella proposed having calls with each agency that have budget exceed errors to clear their parked documents.
- We have reduced the outstanding ABCO rejects from previous years. There are still issues not related to short-hand codes that are being researched. Many of them are from previous fiscal years. Peri's team has been reaching out to agencies and utilizing internal resources to get those rejects cleared.

ServiceNow Status - Martha Dixon-Dillard

- The Customer Service Division will filter year-end ServiceNow requests to prioritize those. Users should use the "Year-end cancelling year" and "year-end activity" Configuration Items to denote year-end related tickets.

Open Discussion – Questions/Comments/Concerns

- John Yun asked about a timeline for travel authorizations for FY 2023 and if there was an interface stoppage. Ella indicated that users could continue entering travel authorizations through 30 September at midnight eastern time.
- Alexandra Wilkerson asked about interface for EZFed Grants, and if agencies can get postings approved on 30 September, can they still post in Pd. 12? Interfaces are continuously running so agencies can post documents through 30 September.

Action Items

Description	Responsible Person	Due Date	Notes
-Clarify date of last IPAC outbound payment run	-Ella Robertson/Tim Ross	-	-
- Research the SmartPay Default Accounting Code file in Access Online	-Ella Robertson	-	-

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